

Solicitation Number: 05-0001-01
Technical, Engineering and Program Support Service for
The Office of Naval Research Global – Fleet/Forces and
International Liaison Department

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 – Technical, Programmatic and Engineering Services are due by 4:00 PM (local), 05 November 2004.

1.0 Background

The Office of Naval Research Global (ONRG Global or ONRG), as the international agent for the Office of Naval Research, has a mission to encourage international collaboration in priority Research & Development (R&D) and Science and Technology (S&T) issues in support of the naval forces. The ONR Global International Liaison Office supports ONR Global's mission by coordinating international S&T issues between ONR Global and the Office of Naval Research. The Naval Science Advisor Program assists the Navy and Marine Corps operational forces also known as Fleet/Force (F/F), to help shape the Department of the Navy (DoN) investment in Science and Technology (S&T), to develop teaming relationships to rapidly demonstrate and transition technology, to support development of technology-based capability options for naval forces, and to enable warfighting innovations based on technical and conceptual possibilities. This is accomplished through proactive connectivity and collaboration between DoN S&T and Joint, Navy, and Marine Corps commands worldwide. The program accomplishes this through several methods. It provides Science Advisors to Joint, Navy, and Marine Corps operational and strategic planning commands. In addition, Science Advisors facilitate and disseminate Command Capability Issues (CCIs) provided by the F/F Commanders to the Director of Navy Test and Evaluation and Technology Requirements (OPNAV N091). The Science Advisors collaborate with the F/F to identify specific solutions to known operational capability needs and provide the means to develop and demonstrate prototype systems. The result is that the Science Advisors provide insight into issues associated with Naval Warfighting Capabilities, thereby influencing long term S&T programs. The program develops leaders among the civilian scientists and engineers in the Naval Research Enterprise (NRE). NRE is a consortium of S&T elements in systems commands, warfare centers, Naval laboratories, University Affiliated Research Centers (UARCs), Federally Funded Research Development Center (FFRDC) and other Naval organizations. Upon completion of their tours, Science Advisors return to

the NRE with first hand knowledge of the F/F, warfighting issues, and strategic decision making. The Naval Science Advisor Program is unique in that it enables a continuous communication and collaboration between the warfighters, the technical community, and strategic development commands.

2.0 Statement of Work

2.1 Objective

The Office of Naval Research Global has a new requirement to improve coordination with USMC RDT&E elements. Increasingly ONRG is involved in USMC efforts to support the operational forces and the office seeks support from personnel with significant USMC experience and perspective. ONRG seeks assistance in the management and coordination of Marine Corps Science and Technology issues, particularly C4I and operational as well as logistical support issues that are being addressed by ONRG Fleet Forces Division with the four USMC Science Advisors.

ONR Global is centralizing multiple web presences into one ONR Global website. The organization needs to ensure ONR Global reports and documents are properly archived and formatted within the ONR Global web based systems so that they are web searchable and maintained using standard techniques and procedures for document archiving.

The Fleet/Forces Division has gone through significant restructuring and significantly downsized its personnel management section. ONRG Fleet/Forces Division seeks assistance with the support management of the Fleet/Forces human capital development efforts for Science Advisors.

2.2 Scope

There is a need for a Technical/Engineering Program Specialist with operational USMC C4I and support, database development/management, and budgeting expertise within the Office of Naval Research Global - Fleet/Forces and International Liaison Department. The work will be performed at ONR headquarters in Arlington, Virginia.

The desired result is increased liaison and coordination with USMC S&T effort; this is to be accomplished through direct support of ONR Global's Fleet/Forces Division Science Advisor program. It is anticipated that one man-year of services from an experienced USMC knowledgeable contractor will result in the desired C4I, web documentation and program support services.

2.3 Technical Tasks/Requirements

The purpose of the Program Specialist's position is:

- To assist the director to manage and coordinate Marine Corps Science and Technology issues, particularly C4I and operational as well as logistical support issues that are being addressed by ONRG Fleet Forces Division with the four USMC Science Advisors.
- To ensure ONR Global reports and documents are properly archived and formatted within the ONR Global web based systems so that they are web searchable and maintained using standard techniques and procedures for document archiving; a working knowledge of FileMaker Pro is required.
- To support the management of the Fleet/Forces human capital development efforts for Science Advisors (SAs), specifically those that are located at Marine Corps commands.
- To support the director and the Fleet/Forces team by providing a wide variety of strategic analysis/planning with primary focus and emphasis being on the Fleet/Forces C4I coordination, international liaison support, and budget administration, forecasting, financial management, procurements and financial analysis.
- To assist in coordinating USMC Science Advisor efforts for Concept of Operations (CONOPS) documents and Tactics, Techniques and Procedures (TTP) development for C4ISR and other Marine Corps issues.
- To work with the webdesk and reserve support personnel to acquire research tools to improve datamining techniques within ONR Global.
- To maintain all F/F personnel administration records using computer-automated databases. The incumbent advises the director on personnel options and executes F/F personnel plans.
- To advise the Director in the setting and implementation of administrative personnel policy.
- To maintain the personnel administration history of Fleet/Forces and assist in development of long-range personnel plans.
- To ensure maintenance of accurate and complete administrative records of status of F/F personnel, and advises Director on training, employment, deployment, awards, etc.
- To interfaces with support activities to acquire information and requirements for supported training and production of awards and certificates of recognition as required by the Director.
- To identify Field Team positions that are expected to "turn over" during the fiscal year and incorporate this data into the administrative forecasts, including necessary training and deployment resources.
- To serve as the primary ONR Global webdesk manager. Coordinates all

actions with the ONR webdesk services division to ensure that the ONR Global website www.onrglobal.mil is updated and maintained.

- To be responsible for organizing reports posted on the web so that they are web searchable and archived using standard library science techniques and procedures.
- To support the management of and coordination efforts for the F/F Division human capital development efforts for Naval Research Science Advisors (NRSAs) who are located at USMC commands. This includes working with Fleet/Force staffs to develop specific position requirements for NRSAs. It also includes supporting all aspects of recruiting, screening, hiring, training, and deploying NRSAs.
- To be responsible for coordinating the creation of Individual Development Plans (IDPs) and Letters of Intent (LOIs) for each of the NRSAs. The incumbent will also maintain and assist in coordinating the oversight of the performance appraisal system for the NRSAs based on their IDPs, LOIs, monthly reports, and overall responsiveness to the Office of Naval Research (ONR), the Fleet/Force (F/F), and the Naval Research Enterprise (NRE).
- To frequently deal with a variety of concurrent and complex situations for which no precedents exist and that require sensitive or intensive coordinating relationships with F/F staffs and members of the NRE.
- To take the initiative for activities involving administrative & managerial problems of immediate personal concern to the F/F Division and accurately represent and support the Director's interests and points of view. Incumbent will regularly interface with O-6 level officers on Joint, Navy, and Marine Corps staffs as well as O-6 and Senior Executive Service members within the NRE. Incumbent will also work with Flag/General Officers on a less frequent basis.
- To support the Director in special assignments requiring continuing efforts to resolve such as promotions, clearance upgrades, and long term travel arrangements for NRSAs. The incumbent is responsible for assuring that cognizant personnel discuss matters requiring action by the Director or of concern to the F/F Division to enable the Director to take constructive action.
- To frequently investigate and analyze problems concerning specific personnel issues or pressing issues. The results of these analyses will often take the form of draft letters, memoranda, or point papers for the Director to respond to F/F staffs or NRE.
- To provide summary materials for various high level briefings, for example, briefings by the Director to Flag/General Officers and Commanding Officers or Executive/Technical Directors of the NRE activities.
- To provided the Director with staff support in the administration, execution, and evaluation of management programs, web maintenance

and budgeting issues. The incumbent is responsible for assuring that necessary administrative matters are conducted effectively and that appropriate coordination is completed. This may involve special contacts or active participation in meetings, presentations, or conferences where diverse viewpoints, objectives, and goals are voiced concerning significant or controversial issues. The incumbent prepares action proposals for critical review by the Director that highlight significant elements supporting decisions made by the F/F Division.

- To be responsible for establishing and maintaining a managerial database necessary to monitor the performance of the F/F Division in the area of human capital development, web management and budgeting. The incumbent also will have the responsibility for specifying and acquiring the information management system, and establishing and maintaining databases needed by the F/F Division to maintain personnel statistics and prepare special reports for upper management.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work.

3.1.1 The person or persons provided must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

3.1.2 Program Specialist

Required - A Bachelor's degree from an accredited college or university and three years of experience in a related S&T discipline. The candidate should have the ability to develop and execute complex technical tasks, to apply analytical problem solving methodologies, to provide technical direction to support staff to interface with Government and prime contractor personnel, and to effectively allocate resources. The candidate should have experience in translating operational requirements into system technology solutions and assessment of current investments or applicability. The candidate shall have demonstrated experience in the integration and transitions of S&T programs and experience in coordination across Navy and Marine Corps warfare areas.

Desired - Knowledge of U.S. Marine Corps Science and Technology issues particularly C4I and operational as well as logistical support issues that are being addressed by ONRG Fleet/Forces Division with the four USMC Science Advisors. The ideal candidate has data organizing experience, particularly

using web based technologies. One full-time equivalent is desired for this position.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. Both a one year base period and four one-year options have been defined.

3.2.2 Base Period: The base period of performance will be from date of award through twelve months. The Base effort is estimated to be a 2048 hour man-year.

3.2.3 Option Periods I through IV: If an Option is exercised, the period of performance will be from date of exercise of the option through twelve months. The effort for each option is estimated to be a 2048 hour man-year.

3.2.4 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance: The period of performance for this order is from the date of award through 30 November 2009 (one year base and four one-year options).

4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed \$11,000.00 per year.

4.3.1 Travel and Per Diem - Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel shall not exceed the applicable rates found in the Joint Travel Regulations (JTR).

4.3.2 Other Direct Costs (Other than Travel and Per Diem) - ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified. Contractor should propose and estimate the cost of all ODCs required to accomplish the required tasks.

4.4 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.4.1 Facilities, Supplies and Services: The facilities required to perform the tasks outlined in the Statement of Work will be at the Office of Naval Research. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.4.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.4.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.4.4 Equipment: In accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. Contractors must provide PCs compatible with ONR's LAN and provide funding for NMCI seats for all proposed personnel working in Government spaces. Furthermore, PCs should not be proposed as a direct charge under this order. For security purposes, computers must be authorized and approved for use by ONR 06.

4.5 Place of Performance: Work will normally be performed at the Office of Naval Research, 800 N. Quincy Street, Arlington, VA 22217-5660

4.6 Security Requirements: During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of TOP SECRET. For personnel, a minimum of a TOP SECRET clearance is required. A DD Form 254 will be required prior to access or production of any classified information. Additionally, the Contractor is required to safeguard the information labeled as proprietary.

5.0 Proposal Requirements

1. Proposal Format: The Offeror's proposal should be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall be no more than 10 pages, exclusive of resumes, references, and title page. There are no page limits on the number of resumes, references, or the pages for the cost proposal. The proposal should be written and organized so as to be compatible with the Statement of Work, company's organization and accounting structure, and proposed costs.

The technical proposal should include the following: the Offeror's understanding of and approach to the requirement, resumes of all proposed personnel, and the amount of proposed hours for all proposed personnel (including subcontracts). The Offeror should describe how the work activities required to complete the statement of work will be done. The Offeror should explain specifically: how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; the number of anticipated direct labor hours required by labor category to complete the task; whether to what degree consultants and/or subcontractors will be utilized; the nature of any other direct costs such as those required for computing and reproduction; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; and how a surge capacity will be maintained to meet unanticipated requirements. The Offeror should

include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable. The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources and classified storage and meeting facilities.

The Offeror should submit a cost proposal indicating the hourly labor rate for the quantities and types of labor proposed, any consultants/subcontracts, and identifying other direct costs proposed (to the extent known) and the amount (rate) of indirect costs, if any, to be applied to ODCs. The cost proposal should have a cover sheet indicating the performer, title, proposal date and number if applicable, citation of the solicitation number, technical point of contact (name, telephone, fax, and e-mail), business point of contact (name, telephone, fax, and e-mail), and a signature of an official authorized to contractually bind the offeror.

2. Travel shall be estimated at \$10,000 per year and ODC shall be estimated at \$1,000 per year. These costs shall not be included in the cost estimates for the base year and the option years.

3. Supplies or Services: The section for Supplies or Services and Prices/Costs should be prepared in accordance with the following:

Supplies or Services and Prices/Costs

| Item No. | Supplies/Services | Estimated Cost | Fixed Fee | Total Estimated Cost and Fixed Fee |
|----------|---|----------------------------|----------------------------|------------------------------------|
| 0001 | BASE The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work". | To be completed by offeror | To be completed by offeror | To be completed by offeror |
| 0002 | Travel Not to Exceed \$10,000.00 | \$10,000.00 | N/A | \$10,000.00 |
| 0003 | ODCs Not to Exceed \$1,000.00 | \$1,000.00 | N/A | \$1,000.00 |

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|------|---|----------------------------|----------------------------|----------------------------|
| 0004 | OPTION I The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work". | To be completed by offeror | To be completed by offeror | To be completed by offeror |
| 0005 | Travel Not to Exceed \$10,000.00 | \$10,000.00 | N/A | \$10,000.00 |
| 0006 | ODCs Not to Exceed \$1,000.00 | \$1,000.00 | N/A | \$1,000.00 |
| 0007 | OPTION II The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work". | To be completed by offeror | To be completed by offeror | To be completed by offeror |
| 0008 | Travel Not to Exceed \$10,000.00 | \$10,000.00 | N/A | \$10,000.00 |
| 0009 | ODCs Not to Exceed \$1,000.00 | \$1,000.00 | N/A | \$1,000.00 |
| 0010 | OPTION III The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work". | To be completed by offeror | To be completed by offeror | To be completed by offeror |
| 0011 | Travel Not to Exceed \$10,000.00 | \$10,000.00 | N/A | \$10,000.00 |
| 0012 | ODCs Not to Exceed \$1,000.00 | \$1,000.00 | N/A | \$1,000.00 |

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| 0013 | OPTION IV The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work". | To be completed by offeror | To be completed by offeror | To be completed by offeror |
| 0014 | Travel Not to Exceed \$10,000.00 | \$10,000.00 | N/A | \$10,000.00 |
| 0015 | ODCs Not to Exceed \$1,000.00 | \$1,000.00 | N/A | \$1,000.00 |
| Total Order Consideration (Does not Include Unexercised Options) | | To be completed by offeror | To be completed by offeror | To be completed by offeror |

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement: Each employee who is assigned to provide technical support to ONR will be required to sign the attached Non-Disclosure Agreement (NDA) prior to commencing work. A company manager must likewise co-sign the NDA on behalf of the contractor.

5.3 Proposal Submission: The due date for receipt of proposals under this solicitation is 4:00 PM (local time) on 05 November 2004. Proposals can be:

- (a) Emailed to (Sharon Washington) at (washins@onr.navy.mil)
- (b) sent by regular mail or hand delivered. The original and two copies must arrive by the above deadline at the following address:

Office of Naval Research
Attention: Sharon Washington
800 North Quincy Street, Code 0252
Arlington, VA 22217-5660
Ref: 05-0001-01

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following:

Technical Factors

- (1) Key personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts:

Cost Factors

- (1) Cost realism
- (2) Cost

Under Technical Factors, factor 1 is of the greatest weight; factors 2 and 3 are equally weighted. The Cost Factors are equally weighted but are of less value than the technical factors. The three technical factors are significantly more important than cost. Although cost is significantly less important than all of the technical factors combined, it will not be ignored. The Government must demonstrate that any perceived additional technical merit in a given offer is worth any additional premium in price. The degree of the importance of cost will increase with the degree of equality of the task order proposals in relation to the other factors on which selection is to be based, or when the cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this order is on or after 15 November 2004. The anticipated start date for this order will be 01 December 2004.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable modes for written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for receipt of

proposals may not be answered, and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential Offerors at the time the amendment is posted. It is the Offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

9.0 Organizational Conflict of Interest – Special

- (a) The parties acknowledge that, during performance of the task order contract for in-house support services resulting from this RFP, the contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to the Government. Such information includes, but is not limited to , business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets. The contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.
- (b) The contractor agrees that, during performance of the support services task order contract resulting from this RFP and for a period of two years after the completion of its performance of the contract, the contractor, any affiliate of the contractor, any joint venture involving the contractor, any entity into or with which the contractor may merge or affiliate, or any other successor or assign of the contractor shall not participate as a prime contractor, subcontractor, consultant, joint venturer, partner, or participant in any Government contracts or assistance agreements for providing out-of-house research and development work for ONR Global. The contractor may be prevented on organizational conflict of interest (OCI) grounds

from participating as an out-of-house performer under other ONR contracts and assistance agreements where an OCI problem appears to exist.

10.0 Point of Contact: The Point of Contact for this solicitation is Sharon Washington, 0252, phone – (703) 696-5054, fax – (703) 696-0066 or email – washins@onr.navy.mil.